JUNE LAGMAY CITY CLERK

HOLLY L. WOLCOTT EXECUTIVE OFFICER

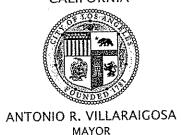
CITY OF LOS ANGELES

CALIFORNIA

OFFICE OF
CITY CLERK
ADMINISTRATIVE SERVICES

ROOM 224, 200 N. SPRING STREET LOS ANGELES. CALIFORNIA 90012 (213) 978-1099 FAX: (213) 978-1130 TDD/TTY (213) 978-1132

MIRANDA PASTER



February 21, 2013

DONALD DUCKWORTH, EXECUTIVE DIRECTOR Westchester Business Improvement District 8929 S. SEPULVEDA BLVD #130 WESTCHESTER, CA 90045

RE: Mandatory Best Practices Seminar - March 13, 2013

Dear Donald Duckworth,

The Office of the City Clerk will hold a mandatory Best Practices Seminar for all Business Improvement Districts (BIDs) on Wednesday, March 13, 2013. The purpose of this seminar is to discuss the Best Practices for Business Improvement Districts in regards to administration, reporting and implementation of your BID services with the City of Los Angeles.

The Best Practices Seminar will be held at the:

Controller's Conference Room Los Angeles City Hall East, 3rd Floor 200 N. Main Street, Room 351A Los Angeles, CA 90012 Time: 9am - 1pm

Parking will be made available and refreshments will also be served. Please call Gloria Pinon at (213) 978-1108 or email your name, car model and license plate information to gloria.pinon@lacity.org.

At least one Business Improvement District Board member is required to attend this meeting, but as many members of the Board who wish to attend may do so with confirmed RSVP. In addition, the Executive Director, or at least one administrative person, must attend from each BID in addition to the one BID Board member. Mandatory Attendance is Required.

Please call (213) 978-1099 to RSVP on or before March 8, 2013. Questions about this mandatory seminar should be directed to Rosemary Hinkson of my staff at (213) 978-1082 or (213) 978-1099 or via email at rosemary.hinkson@lacity.org.

Miranda Paster, Acting Division Head Administrative Services Division

MP:rmh